

17 SEP 1968

MEMORANDUM FOR: Mr. Charles S. Murphy
The White House

SUBJECT : Planning for an Orderly Transition
of the Presidency

1. This is to acknowledge your memorandum of 9 September 1968 and to assure you of the Central Intelligence Agency's fullest cooperation in assisting the orderly transition of the Presidency.

2. I have designated Lawrence K. White, our Executive Director-Comptroller, to supervise transition plans and implementation appropriate to this Agency.

/s/ Richard Helms

Richard Helms
Director

O/ExDir/RK:jrf

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1 - ER w/O of 68-4012

1 - ExDir w/cy of 68-4012, 28

Transition
White House

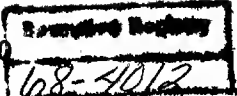
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ACTION		DIRECT REPLY	PREPARE REPLY
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COMMENT		FILE	RETURN
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Remarks:

T02
T03
Please draft a reply
for my signature designating
yourself per enclosed sentence

FOLD HERE TO RETURN TO SENDER	
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THE WHITE HOUSE

WASHINGTON

September 9, 1968

MEMORANDUM TO: Honorable Richard Helms
Director of Central Intelligence

FROM: Charles S. Murphy

SUBJECT: Planning for an orderly transition of the Presidency

The Presidential Transition Act of 1963 sets forth a policy whose purpose is "the orderly transfer of the executive power in connection with the expiration of the term of office of a President and the inauguration of a new President." The Act states that,

"The national interest requires that such transitions in the office of the President be accomplished so as to assure continuity in the faithful execution of the laws and in the conduct of the affairs of the Federal Government, both domestic and foreign."

The President wishes that necessary steps begin now in order to meet that objective and that each outgoing official of your agency plan to do for his successor those things which will assist in a smooth and orderly transition.

Such a transition requires careful advance planning. The President has designated me as the central coordinator in the White House Office to assist him in transition matters and provide guidance to agencies on their transition planning. Each agency should designate a senior official who will be responsible for developing transition plans adapted to its needs and for supervising their implementation. Please notify me of your designation by September 17, 1968.

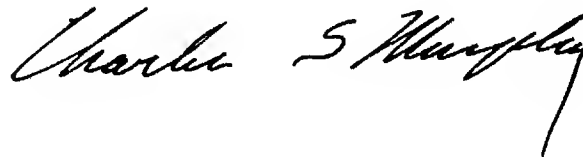
You should begin planning now so that immediately after the election you will be prepared to assist individuals designated by the President-elect and Vice President-elect as their representatives in the period between election and inauguration.

Each agency will have the major responsibility of briefing its own incoming management. As new officials are designated and make contacts with outgoing officials, such time as may be necessary should be devoted to briefing them as they prepare to assume their responsibilities.

The briefings, written and oral, should be concise and devoted to essential information which will have a high potential of usefulness to incoming officials and will serve their most immediate needs. Excessive length and detail of briefing materials should be avoided. Similarly, incoming officials should not be overwhelmed with unsolicited advice and recommendations. Lack of restraint in either of these respects will severely limit the utility of the transition briefings.

While the precise content and form of necessary transition materials must be determined by each agency, an attachment lists the subjects which should be covered and makes suggestions as to structure and priority. We visualize a two-volume basic reference -- one dealing with the first eight points and the second dealing with other matters.

Please submit to my office brief monthly progress reports on your transition planning, beginning September 30.

A handwritten signature in cursive script, reading "Charles S. Murphy". The signature is written in dark ink and is positioned in the center of the page, below the main body of text.

TRANSITION MATERIALS

1. Agency missions and statutory authorities -

An outline or topical listing which summarizes missions and authorities; appropriately referenced appendices could contain more detailed mission descriptions and key statutes.

2. Basic organization and functions -

Concise charting of major organizational units; summary functional descriptions in each box; key personnel identified on chart.

3. Budgetary and financial information -

Listing of major appropriations divided by program category; financial data should cover FY 68, FY 69, and to the extent practical, status of budget planning for FY 70; brief narrative comment on the status of budget review; selected budget submission materials available for detailed backup.

4. Key personnel -

Summary biographical data and data on nature of appointment of personnel identified in #2 above.

5. Significant interagency relationships -

Statutory or administrative interrelationships with other agencies.

6. Significant intergovernmental relationships -

Statutory or administrative relationship to States, counties, cities, river basin commissions, etc.

7. Legislative processes and problems -

On the appropriations side - key names, issues, pending matters.

On the substantive committee side - key names, issues, pending matters. Special attention should be given to legislation expiring in 1969.

Brief descriptions of the legislative clearance process and of separation of powers problems.

The Bureau of the Budget will prepare a memorandum of general applicability relating to matters referred to in this point 7. This will be sent to you for use with such modifications and additions as may be appropriate for your agency.

Where appropriate, appendices can provide additional detail, with specific information about the major special interest organizations concerned with supporting or opposing the agency's programs.

8. Policy and program issues; priorities -

(a) Matters needing immediate attention, (b) matters coming into focus within 12 months, and (c) matters of a longer range or continuing nature.

* * * *

In addition to the foregoing, additional information might be provided in a second volume covering the following subjects:

1. Personal arrangements -

Nature and tenure of appointment, conflict of interest, compensation and benefits, supporting services.

2. Personnel policies and administration.

3. Internal communications -

Staff meetings, clearance of documents, memoranda, etc.

4. Program operations and administration.

The Civil Service Commission will prepare a memorandum of general applicability relating to matters referred to in points 1 and 2 above. This will be sent to you for use with such modifications and additions as may be appropriate for your agency.

The report "Transition to a New Administration: The Role of the Personnel Director", prepared by a committee of the Interagency Advisory Group (personnel officers), will be a helpful reference in the areas it covers. This can be obtained from the Civil Service Commission.